



## **DETENTION ADMINISTRATOR**

### **Purpose:**

To actively support and uphold the City's stated mission and values. To plan, manage and supervise the Police Detention Section; to plan and direct the development of the section's operating procedures for a 24-hour facility, and perform complex administrative tasks in the assigned areas of responsibility.

### **Supervision Received and Exercised:**

Receives direction from an Assistant Chief of Police.

Exercises direct supervision over assigned detention staff.

### **Examples of Duties:**

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Duties may include, but are not limited to, the following:

- Direct, oversee and participate in the development and administration of the Detention Section; assign work activities, projects and programs; monitor workflow; develop and implement policies and procedures; review and evaluate work products, methods and procedures.
- Recommend and assist in the implementation of goals and objectives; establish schedules and methods for administrative support; implement policies and procedures.
- Evaluate operations and activities of the Detention operations; recommend improvements and modifications; prepare various reports on operations and activities; recommend improvements in workflow, procedures and use of equipment and forms.

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### Detention Administrator (continued)

- Prepare and revise various operating procedures, rules, and regulations upon request; develop and revise office forms and report format, as well as report preparation procedures.
- Assist Command Staff in budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications for budget items; recommending expenditure requests for designated accounts; monitor and control expenditures and budget accounts.
- Coordinate and administer key components of the Detention Officer and Trainees recruitment and selection process in conjunction with Human Resources; provide or coordinate staff training, including the Prisoner Transportation Unit; work with employees to correct deficiencies; implement discipline procedures.
- Represent the City to the Maricopa Area Government (MAG) municipal jail work group; and the City Criminal Justice Advisory Committee.
- Administer and coordinate the Police Department's Fingerprint Services Program.
- Review internal and external complaints and problems; ensure compliance with established policies and procedures regarding the safety and welfare of staff and prisoners.
- Perform related duties as assigned.

## Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. The hiring department may include job related experience, training or license and certification preferences at the time of recruitment. A typical way to obtain the knowledge and abilities would be:

### **Experience:**

Requires the equivalent of four years of supervisory or management experience in law enforcement, police administration, corrections, or a detention facility. Previous detention supervisory experience is preferred.

### **Training:**

Equivalent to a Bachelor's Degree in police administration, criminal justice, public administration or a related field.

*Effective November 1996*

*Revised September 2001 (range adj)*

*Revised Jan 2002 (title change)*

*Revised April 2002 (comp study)*

*Revised, reclassified & title change March 2006*

**Licenses/Certifications**

Certification as a Jail Manager or Supervisor from the American Jail Association or American Corrections Association is preferred.  
Selected candidates must pass a Police polygraph and background examination.

**This position is included in the City's classified service, pursuant to City of Tempe Personnel Rules and Regulations, Rule 1, Section 103.**

**Job Code: 3413**

**FLSA: Exempt**